

**SWAAAE**  
**Board of Directors Meeting**  
**Radisson Hotel and Conference Center, Fresno, CA**  
**Saturday, July 7, 2007**  
**Minutes**

**I. Call to Order, Roll Call, Review Agenda**

President Rice called the meeting to order at 12:20 p.m.

**Present:** President Gary Rice, First Vice President Lynn Kusy, Second Vice President Barry Rondinella, Immediate Past President Rod Dinger, Judy Alexander, Bill Harvey, Leander Hauri, Bill Ingraham, Scott Malta, Charles Mangum, Jim McCue, Todd McNamee, Mark Witsoe

**Staff:** Executive Director Julia Ratti

**Guests:** Howard Cook, Ralph Tonseth

McNamee made a motion to amend the agenda to add item h. under action items to discuss an FAA initiative to put together a California Best Practices Guide. Kusy seconded the motion which passed unanimously.

**II. Minutes:** Hauri made a motion to approve the minutes of the March 31, 2007 Board meeting held at the Radisson Hotel and Conference Center, Fresno, CA. Malta seconded the motion which passed unanimously.

**III. Presidents Report:**

**National Conference:** Rice reported that AAAE Annual Conference held in Washington D.C. was a good conference. SWAAAE's liaison to the AAAE Board, Jim Bennett deserves a lot of credit for the work he did to make the conference a success.

**Nomination to AAAE Chairs:** The Board approved the nomination of Jim Bennett to the AAAE chairs via an email vote between the March and July board meetings. Witsoe made a motion to ratify the email vote to approve Bennett's nomination. Ingraham seconded the motion which passed unanimously. Bennett was successfully appointed AAAE Secretary/Treasurer.

**Nomination to AAAE Board of Directors:** The Board approved the nomination of Scott Malta to the AAAE Board of Directors to fill the vacancy created by Michael Musca's resignation. Rondinella made a motion to ratify the email vote to approve the appointment. Hauri seconded the motion which passed unanimously.

**Calendar:** Kusy presented the 2007 – 2008 Board and General Membership meeting calendar to the board.

**IV. Executive Director's Report:** Ratti presented the membership report. We have 436 members as of July 7, 2007. Ratti presented the attached list of associate, participating, student and corporate members who were accepted for membership from March 29, 2007 through June 30, 2007. Witsoe made a motion to ratify the associate, participating, student and corporate memberships. Hauri seconded the motion that passed unanimously. Ratti presented the attached list of applications received from January March 29, 2007 through June 30, 2007 for approval for Executive Membership. Ingraham made a motion to approve the Executive memberships. Witsoe seconded the motion which passed unanimously.

**V. Finance Committee Report:** Kusy presented the year-end financial reports. Overall the Chapter is doing well fiscally. Both the Summer and Monterey conferences were financial successes and the Chapter managed expenses well. Harvey made a motion to accept the financial reports as presented. Rondinella seconded the motion which passed unanimously.

Kusy presented the draft budget which has been distributed to the membership for approval at the General Membership meeting. Kusy reminded the Board that due to the financial success achieved in 2006 – 2007 in March the Board chose to increase the AAAE Foundation from \$5,000 to \$10,000, increase AAAE Annual Conference Sponsorship from \$1,000 to \$2,000 and to budget \$7,100 for Internet Services to increase investment in membership benefits delivered using web technology. Now that the final numbers are in for the year, Kusy recommends that the Chapter also consider increasing the Scholarship Program budget from \$5,000 to \$10,000. The consensus of the Board was to support the recommendation. Because the budget has been distributed to the membership, the motion and vote will need to take place during the presentation of the Budget at the General Membership.

## **VI. Action Items**

- a. 2007 Summer Conference Update:** Ralph Tonseth and Howard Cook welcomed the Board to Fresno and presented an update on the Summer Conference. Approximately 150 people will attend the conference including guests. There are 22 exhibitors and the conference has enjoyed good financial support from sponsors. There will be a change in speaker at the FAA session. Ralph and Howard expressed kudos to all of the volunteers who helped put the conference together.
- b. Nominations:** Dinger distributed and reviewed a copy of the ballots and reported the election will take place at the General Membership meeting with exception of the election for Corporate Members which will take place during the Corporate meeting.
- c. 2008 Summer Conference Update:** Kusy reported that the Summer Conference will not be held at the Wild Horse Resort due to cost but rather will be held at the Arizona Golf Resort which is an excellent facility. Kusy distributed a draft of the hotel contract for the Board's review. The room rate will be \$89 for a Deluxe Guest Room or \$109 for a One Bedroom Suite. Rondinella made a motion to direct Kusy to finalize and sign the contract. Dinger seconded the motion which passed unanimously.
- d. Time and Place:** Kusy reported that the Time and Place committee's recommendation to improve the Summer Conference is to try a new strategy of holding the conference in the same location for two years in a location that is attractive in July and to recruit a committee of volunteers from the Chapter as opposed to a host airport to be responsible for the conference implementation. Kusy has communicated with the San Diego Airport Authority and they are willing to assist the Chapter with local support if a Chapter Committee is formed to manage the conference. The Board agreed with the strategy and location and asked McNamee to consider the Bylaw and policy changes necessary to hold the conference in San Diego in 2009 and 2010 and report back at the September Board meeting.
- e. Awards:** Alexander reported that the awards committee has selected a full slate of award recipients that will be announced at the President's Banquet. The committee has two recommendations to receive the Award of Distinction which requires board approval – Randy Berg and Gary Petersen. Hauri made a motion to award Berg and Petersen the Award of Distinction. McNamee seconded the motion which passed unanimously.
- f. Scholarships:** Mangum distributed a written memo and reported that the scholarship committee has awarded Brett Godown and the SCULA AAAE Student Chapter \$500 each to attend the Summer Conference. Z&H Engineering has once again matched the scholarship, making each package worth \$1,000. The Scholarship Committee is accepting applications for Professional Accreditation scholarships and will open up the selection process for Academic Scholarships in August. Alexander, Jacquelyn Hulsey, Maury Clark and Mangum currently make up the scholarship committee.

- g. Credentials:** Hauri reported that the committee had received an application for CAE status and recommended approval for Alexander. The Board approved the recommendation via email vote between the March and July Board meetings. Hauri made a motion to ratify the approval. Rondinella seconded the motion which passed unanimously. Hauri reported that the Chapter has received two requests from airport managers outside the Chapter's region to apply for CAE status. The Bylaws do not limit the CAE to members residing within the Chapter. There is no record of the Chapter awarding the CAE to someone working outside the region. Four members currently work outside the region and have CAE status but all four obtained their CAE while working in the region. Before moving forward, Hauri recommended the Board consider the implications of awarding CAEs to those working outside the region. Hauri also has received a CAE request from a member working in Australia. AAAE shows Australia as affiliated with the Southwest Chapter but SWAAAE Bylaws do not reflect this information. After discussion, there was consensus that SWAAAE did not want to award CAE status to those outside the region and asked McNamee to consider the Bylaw and policy changes necessary to limit the CAE to those working in the region and to bring our Bylaws into compliance with AAAE's description of our international affiliations for review at the September Board meeting. As Australia is affiliated with the Chapter, the application from Australia will be forwarded to the Credentials Committee for review.
- h. FAA Best Practices Initiative:** Kusy distributed a memo from Mark McClardy seeking representatives from SWAAAE to participate in the creation of a California Best Practices Guide similar to one created in Arizona last year. The Board was generally supportive of the idea but had concerns about the proposed timeline for completion and the ability to engage airport representatives to participate on that timeline. The Board asked Kusy to communicate the concern to McClardy as well as to seek volunteers to participate in the effort.

## **VII. Information Items:**

- a. 2008 Airport Management Short Course Update:** McNamee reported the Short Course committee has begun working on the conference and is anxious to move forward as soon as the Summer Conference has wrapped. He indicated the theme will be "We are the Future" focused on the human side of airport management and distributed a Save-the-Date flyer and reported that Kate Lang, the Deputy Associate Administrator for Airports has confirmed as the keynote speaker. The Final Interview Workshop and the Attorney workshop will both be included again in 2008. McNamee also brought forward a recommendation to consider contracting with SMS to handle registration for the conference as a pilot to test whether this could be an appropriate arrangement for all future conferences. Ratti shared her concern that the way conference registrations are currently handled, the money associated with conferences does not clearly fall under Chapter's or the volunteer registrar's airport's financial controls and procedures, creating challenges for the conference chair, registrar and SMS. McNamee made a motion to contract with SMS for \$1,500 to handle registration for the 2008 Short Course. Rondinella seconded the motion which passed unanimously.
- b. Accreditation:** Kovach submitted a written update of AAE Accreditation within the Chapter as he was unable to attend the Board meeting due to his facilitation of the Final Interview Workshop. There are 80 candidates in the region and 51 current AAEs. Five interviews are scheduled in the third quarter of 2007. The next Board of Examiners workshop is in Tahoe November 1 – 4.
- c. Membership:** McCue took over the responsibility of sending all new members a personal welcome note.
- d. Chapter Store:** Kusy reported he has shirts available for purchase during the conference.
- e. Resolutions and Recognition:** Malta presented three resolutions for the Board's approval. McNamee made a motion to accept the resolutions 2007 – 1 for the Radisson, 2007 – 2 for the

Fresno Yosemite International Airport and 2007 – 3 for the Summer Conference Committee. Rondinella seconded the motion which passed unanimously.

- f. **AAAE Update:** Rice reported that AAAE is working on FAA Reauthorization. The sale of the Security Clearinghouse is final. The National Airports Conference will be held in Tucson, September 8 – 11.
- g. **Legislative:** McNamee distributed a Legislation summary for California and Arizona. McNamee reminded the Board that it voted to oppose AB 700 and AB 798. AB 700 as amended did not require Santa Monica to conduct a formal air quality study. AB 798 failed.
- h. **Marketing:** No report.
- i. **Communications:** No report.
- j. **Policies and Bylaws:** No report.
- k. **Ethics:** No report.

**VIII. Director Comments:**

- a. Hauri thanked the Board for their support and friendship during his time on the board and wished the Board well. Ratti reported that she would like to make the Board aware that she will be a candidate for Sparks City Council in the 2008 elections. Should anyone have any questions or concerns, please contact her.

**IX. Member Comments:** None

- X. **Adjourn:** Rondinella made a motion to adjourn the meeting at 4:15 p.m. Malta seconded the motion which passed unanimously.

Respectfully submitted,

Julia Ratti  
Executive Director